



OFFICE OF THE COMMANDER
NORTH DAKOTA WING, CIVIL AIR PATROL
United States Air Force Auxiliary
PO Box 608, Bismarck, ND 58502



MEMORANDUM FOR: All Wing Personnel

29 April 2004

FROM: CC

SUBJECT: Wing Funded Activities

1. In the past, the Wing has been able to fund certain flights and ground travel when those activities were accomplished to benefit the Wing. Reduced funding has caused us to look harder at what we [the Wing] can afford to fund. Additionally, there has not been a method in-place to track those expenditures.
2. Effective immediately, the Wing will not fund any flight or ground travel without a mission number assigned. Mission numbers, for other than CAP/USAF funded activities, will now be assigned by the Wing DO. Each request for a mission number will be handled on a case-by-case basis.
3. Aircraft swaps between units will be accomplished in conjunction with planned exercises or other CAP/USAF funded activities, or they can be paid for by the pilots or squadrons doing the swap flight. Wing will not pay for them. Maintenance requirements must be scheduled for when the aircraft is available at the maintenance location, unless the maintenance is of an immediate nature. The Wing DO must be kept informed of those requirements to insure that the aircraft is transferred in a reasonable time.
4. Fuel receipt(s) and CAPF 108(s) with mission number annotated, must be forwarded to Wing Headquarters NLT 7 days following the completion of the activity. Additionally, a CAPF 103 and CAPF 121 (or their ICS equivalent) will be included with the CAPF 108. These forms are needed for history and tracking purposes. Any forms received without a mission number will be returned for correction or reimbursement.

(signed)

K. Walter Vollmers, Col, CAP
Commander

Cc: ND/SE
ND/DO
ND/SD
ND/CV
ND/DA
ND/FM
ND/LGM